

How to Make Changes or Updates to Provider Information on the CMS Registration Site

When modifying/updating a registration please follow the following steps:

1. Sign in to your registration on the CMS registration site:

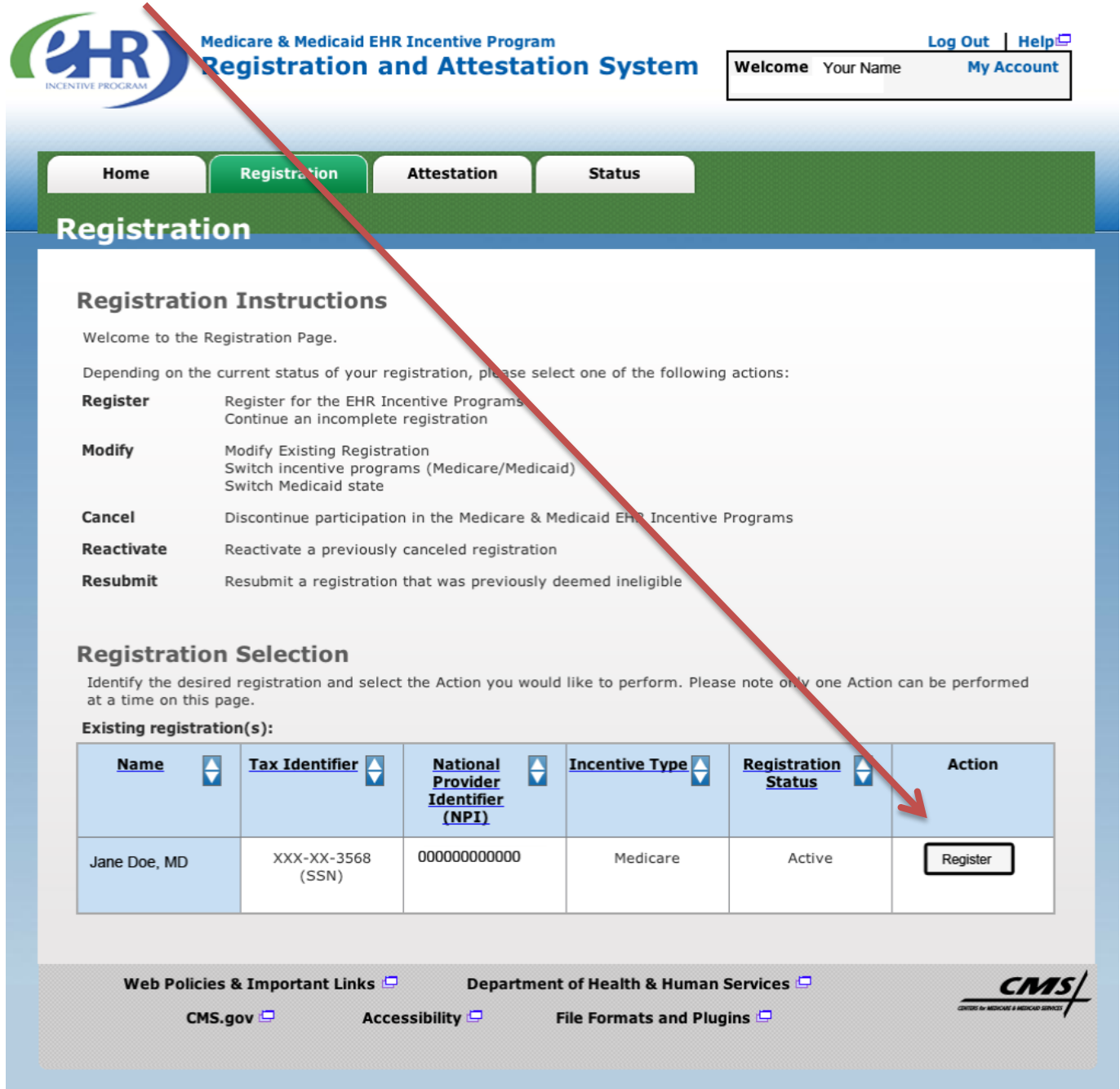
<http://www.cms.gov/Regulations-and-Guidance/Legislation/EHRIncentivePrograms/RegistrationandAttestation.html>

- a. Use the **National Plan and Provider Enumeration System (NPPES) User ID and Password** that was set up during the registration process.
- b. If you do not have a user ID and password or have forgotten your user ID and password:
 - i. Contact the CMS External User Services (EUS) Help Desk at (866) 484-8049 (TTY (866) 523-4759), Monday–Friday, 7 a.m. – 7 p.m. Eastern Time.
 - ii. Note: EUS cannot reset passwords via e-mail. You must call the Help Desk directly.

2. Click on the Registration tab (this is where you will make any updates/modifications to your registration)

The screenshot shows the CMS Registration and Attestation System interface. At the top, there is a header with the CMS logo, the text "Medicare & Medicaid EHR Incentive Program Registration and Attestation System", and links for "Log Out" and "Help". Below the header, a navigation bar contains tabs for "Home", "Registration", "Attestation", and "Status". A red arrow points to the "Registration" tab. The main content area displays a welcome message, login statistics, and instructions. Under the "Instructions" section, there are two expandable menus: "Registration" and "Attestation". The "Registration" menu is currently expanded, showing options such as "Register in the Incentive Payment Program", "Continue Incomplete Registration", "Modify Existing Registration", "Resubmit a Registration that was previously deemed ineligible", "Reactivate a Registration", "Switch Incentive Programs (Medicare/Medicaid)", "Switch Medicaid State", and "Cancel participation in the Incentive Program". The "Attestation" menu is also visible, showing options like "Attest for the Incentive Program", "Continue Incomplete Attestation", "Modify Existing Attestation", "Discontinue Attestation", "Resubmit Failed or Rejected Attestation", and "Reactivate Canceled Attestation". A note at the bottom states: "Note: Attestation for the Medicaid incentive program occurs at the State Medicaid Agency." The footer includes links for "Web Policies & Important Links", "Department of Health & Human Services", "CMS.gov", "Accessibility", and "File Formats and Plugins", along with the CMS logo.

3. Click on **Register** under the Title: Action



Medicare & Medicaid EHR Incentive Program
Registration and Attestation System

Welcome Your Name [Log Out](#) [Help](#) [My Account](#)

[Home](#) [Registration](#) [Attestation](#) [Status](#)

Registration

Registration Instructions

Welcome to the Registration Page.

Depending on the current status of your registration, please select one of the following actions:

Register	Register for the EHR Incentive Programs Continue an incomplete registration
Modify	Modify Existing Registration Switch incentive programs (Medicare/Medicaid) Switch Medicaid state
Cancel	Discontinue participation in the Medicare & Medicaid EHR Incentive Programs
Reactivate	Reactivate a previously canceled registration
Resubmit	Resubmit a registration that was previously deemed ineligible

Registration Selection

Identify the desired registration and select the Action you would like to perform. Please note only one Action can be performed at a time on this page.

Existing registration(s):

Name	Tax Identifier	National Provider Identifier (NPI)	Incentive Type	Registration Status	Action
Jane Doe, MD	XXX-XX-3568 (SSN)	0000000000000	Medicare	Active	Register

[Web Policies & Important Links](#) [Department of Health & Human Services](#)
[CMS.gov](#) [Accessibility](#) [File Formats and Plugins](#)

CMS
CENTERS for MEDICARE & MEDICAID SERVICES

4. Verify that the information on this page is correct.

5. If you have not previously put in your EHR Certification Number you should do that now. The registration states this is optional (it is optional for the registration) but it is mandatory for the application with the State of Maine.

The screenshot displays the 'Medicare & Medicaid EHR Incentive Program Registration and Attestation System' interface. At the top, there's a navigation bar with 'Home', 'Registration', 'Attestation', and 'Status' tabs. The 'Registration' tab is active. A progress indicator shows 'Progress: 1 of 1' and a 'Completed' button. The main heading is 'EHR Incentive Program'. Below this, the 'Incentive Program Questionnaire' is shown. It includes instructions on how to select an incentive program (Medicare or Medicaid) and an eligible professional type (Doctor of Medicine or Osteopathy). A red asterisk indicates a required field. The 'EHR Certification Number (Optional)' field is highlighted with a red arrow pointing to the 'Save & Continue' button. The bottom of the page features links for 'Web Policies & Important Links', 'Department of Health & Human Services', 'CMS.gov', 'Accessibility', and 'File Formats and Plugins'.

6. After you put in the EHR Certification number click **Save & Continue**. If the insertion of your EHR certification number is the only update you needed to do you **MUST** continue to click **Save & Continue** all the way through until you arrive at the successfully submitted screen. If you don't submit all the way through the record will be locked and you will need to return to unlock it by repeating the process.
- If you have to update more areas click **Save & Continue** to move to the next screen.
 - You can update the **contact email, address, telephone, and payee information on the next screens**.
 - Please click **Save & Continue** until you are notified that your registration was successful.